

HUMAN RESOURCES PROCEDURES MANUAL	SECTION 1: EMPLOYMENT RECRUITMENT AND SELECTION
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I. PURPOSE

It is the objective of the Department of Human Resources to establish guidelines for the recruitment, selection and appointment of employees that are consistent with Fauquier County Human Resources Policy and state and federal laws and procedures.

II. SCOPE

This policy applies to all permanent positions within Fauquier County excluding Sheriff's sworn law enforcement positions.

III. PROCEDURES

A. Initiating The Recruitment Process

1. Prior to initiating the recruitment process, the hiring authority of the vacant position shall review the position's latest job description to determine if its duties and responsibilities have changed. If the job duties have changed substantially, the hiring authority of the vacant position shall request, through the Human Resources Department, that the position be reviewed to determine the appropriate classification.
2. If the duties of the vacant position have not changed, the hiring authority shall initiate the recruitment process by completing the "Request To Fill Vacant Position" form (Attachment A). The completed form shall be submitted to the Human Resources Department.
3. The Human Resources Department shall process the "Request To Fill Vacant Position" form and notify the hiring authority upon approval to fill the vacant position.

B. Announcing Vacant Positions

1. All vacant positions shall be recruited through either an internal or external recruitment process.
2. The hiring authority of the vacant position and the Human Resources Department shall ensure that the method of advertisement is consistent with
 - a. the availability of qualified applicants,
 - b. the availability of advertising funds, and

c. EEO/AA recruiting goals.

3. The Human Resources Department shall assist the hiring authority in developing the job vacancy announcement and shall post the vacancy in newspapers, journals, and other sources as directed by the hiring authority.
4. The hiring department shall pay for advertising and other recruitment costs.
5. At a minimum, external job vacancies shall be physically posted in the Human Resources Department and placed on the County Internet. Internal job vacancies shall be physically posted in the Human Resources Department and placed on the County Intranet.

6. Active Application Period

a. Fixed Period

The hiring authority may request a fixed period of time for which applications shall be accepted. A closing date shall be specified in the announcement, and all applications received by the closing date shall be considered.

b. Open Until Filled

Positions may be posted without a fixed closing date. In such cases, after a suitable pool of applicants is generated, the hiring authority may close the position by notifying the Human Resources Department. All applications received prior to closing shall be considered for the position.

- c. It is the responsibility of the applicant to ensure that his or her application is complete and is received at the appropriate location by the closing date of the advertised position.

C. Application Screening

1. All applications shall be received and logged in by the Human Resources Department.
2. When a vacancy has a specified closing date, applications shall be forwarded to the hiring authority after the closing date unless otherwise requested.

3. When a vacancy has been designated as “open until filled”, applications shall be forwarded to the hiring authority on an ongoing basis.
4. The hiring authority shall ensure that the screening of applications for vacant positions is conducted in accordance with the "Instructions For Completing The Applicant Screening Worksheet." (Attachment B).
5. The hiring authority shall complete the Applicant Screening Worksheet (Attachment B-1) to determine those applicants who meet minimum qualifications.
6. After reviewing the applicant pool, the hiring authority shall
 - a. proceed with the interview process of the selected applicants; or
 - b. contact the Human Resources Department to re-announce the position in order to increase the applicant pool; or
 - c. contact the Human Resources Department to discontinue the recruitment process and notify the applicants that the position shall not be filled at the present time.

D. Applicant Interviewing

1. Interviews may be conducted by:
 - a. the hiring authority;
 - b. persons designated by the hiring authority; and/or
 - c. a selection panel.
2. Interview Questions
 - a. The hiring authority and/or panel shall develop a set of interview questions, which shall be asked of each applicant.
 - b. Questions should seek information related to the applicant’s knowledge, skills and ability to perform the job.
 - c. Questions that are not job related or that violate EEO standards are not permissible.
 - d. The Human Resources Department shall provide guidance and assistance with the development of interview questions when necessary.

- e. The interviewer(s) may ask additional questions in response to any statements or questions from the applicant, or to clarify information provided by the applicant.

4. Interview Packets/Documentation

Interview packets/documentation should contain the following:

- a. a copy of the position vacancy announcement,
- b. position description,
- c. interview schedule (Attachment C - sample),
- d. applications of the persons to be interviewed,
- e. interview questions (Attachment D – Form), and
- f. Interview Evaluation Worksheets (Attachment E).

- 5. The interviewer(s) must complete an Interview Evaluation Worksheet for each applicant interviewed.

E. Examinations

- 1. Job-related entrance and promotional examinations may be used to determine the most qualified applicant for a position. These examinations may vary in composition and utilize a variety of methods including written, oral and demonstrative exercises.
- 2. The hiring authority shall consult with the Human Resources Director prior to implementing an examination program. The Human Resources Director and hiring authority may obtain and utilize the services of qualified persons or organizations as necessary to assist in preparing, conducting and rating examinations.

F. Reference, Credit History, Criminal Background Checks

- 1. The hiring authority or designee shall check references with the current and at least one former hiring authority of the applicant(s) who is/are the final candidate(s) for the position.

2. Departments may require credit history or criminal background checks prior to employment in certain positions, based on the nature of the positions. Applicants shall be informed of these requirements and sign applicable release forms.
3. Although the County application contains a release statement in which applicants consent to verification of the information contained in the application and reference checks, the hiring authority may choose to obtain separate releases from applicants in the event that references require a separate signed release form.
4. Documentation of references shall be forwarded to the Human Resources Department.

G. Selection

1. Upon selection of an applicant, the hiring authority shall forward all interview documentation to the Human Resources Department.
2. When the job offer is accepted, the hiring authority shall immediately forward a Personnel Action Notification form to the Human Resources Department.
3. The hiring authority shall prepare an employment offer letter which shall include position title, start date, pay rate, probationary period conditions, and any required certification or training period that might apply, or other conditions of employment (Attachment F - sample).
4. A Human Resources Department representative shall schedule an employment orientation for all new employees.

H. Applicant Notification

The Human Resources Department shall notify each applicant for a vacant position of their status with respect to position selection.